**REQUEST FOR QUOTATION**

|  |
| --- |
| Date |
| RFQ Reference |
| Company Name |
| Address |
| Telephone Number |
| Email |
| Contact Name |
| Contact Title |

**SECTION 1: REQUEST FOR QUOTATION (RFQ) LETTER**

kindly requests your quotation for the provision of goods as detailed in Appendix 1 of this RFQ. This Request for Quotation comprises the following documents:

|  |
| --- |
| Issued by |
| Signature |
| Name |
| Title |
| Date |

**SECTION 2: RFQ INSTRUCTIONS**

|  |
| --- |
| Introduction |
| Deadline for the Submission of Quotation |
| Method of Submission |
| Supplier Code of Conduct/Conflict of Interest |
| General Conditions of Contract |
| Special Conditions of Contract |
| Eligibility |
| Duties and Taxes |
| Currency/Language of the Quotation |
| Documents To Be Submitted |
| Quotation Validity Period  |
| Payment Terms |
| Conditions for Release of Payment |
| Evaluation Method and Evaluation Criteria |
| Type of Contract To Be Awarded |
| Expected Date for Contract Award |
| Publication of Contract Award  |
| Policies and Procedures |

**APPENDIX 1: REQUIREMENTS**

Technical Specifications for Goods:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Items** | **Description** | **Delivery Location** | **Unit** | **Qty** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Delivery Requirements**

|  |
| --- |
| Delivery Date and Time |
| Delivery Terms |
| Customs Clearance |
| Address of Delivery Location  |
| Packing Requirements |
| Warranty and After-Sales Service |
| Preferred Mode of Transport |

**APPENDIX 2: QUOTATION SUBMISSION FORM**

|  |
| --- |
| Name of Bidder |
| RFQ Reference |
| Date |
| Company Profile |
| Previous Relevant Experience |
| Bidder’s Declaration |

**Compliance with Requirements**

|  |
| --- |
| Company Name |
| Address |
| Telephone number |
| Email Address |
| Name |
| Functional Title |
| Authorized Signature |